



MyWorld WebTracker Approver user manual

Step by step guide showing how to approve time & commission
data for further processing by Worldmark payroll.

2/12/2013

IMPORTANT

- Strict timeframes for submitting and approvals to be followed for the data to be processed by payroll.
 - i.e. Consultants can submit the data till 12 PM Tuesday (end of FN (Fortnight) pay run)
 - Approvers can approve till 12 AM (Mid-day Wed for the FN end)
 - Any data approved after this time picked up for processing in next FN payrun.
 - Approvers can apply for logins & update details by submitting the form available on : www.worldmark.com.au/myworld

Once Initial email received from IT Application Support WorldMark;

From: IT Application Support WorldMark
Sent: Monday, 11 February 2013 11:49 AM
To: Manjit Aulakh
Subject: Approval for commission

Dear Mandeep,

testConsultant has submitted time sheet for approval.

Period: 26/12/2012 - 10/01/2013

Dealer: ESSENDON MAZDA

Login to http://192.168.100.66/Wmportal/ts_login.aspx to view details.

Log in to the portal via the link provided; WorldMark will provide you with your unique username and password.



Welcome to **WorldMark**

Please Log In With Your Domain Credentials.
(The Username/Password you Use To Login To Your Computer)

User Name: testapprover

Password:

Log In

The following is the My World WebTracker portal dashboard:

WorldMark

Home Commission List

TIMESHEET : APPROVER DASHBOARD

Fortnight PayRun Requiring Action

Consultant	Dealer	Period	Required Approval Hours
testConsultant	ESSENDON HONDA	26/12/2012 - 10/01/2013	7.60
testConsultant	ESSENDON MAZDA	26/12/2012 - 10/01/2013	22.80

Fortnight Commissions Requiring Action

Status	Qty	Amount
Awaiting	1	20.00
Delivered	0	0.00

Click on the applicable pay run; each dealer will only see requests pertaining to their specific dealership

WorldMark

Home Commission List

TIMESHEET : APPROVER DASHBOARD


Fortnight PayRun Requiring Action

Consultant	Dealer	Period	Required Approval Hours
testConsultant	ESSENDON HONDA	26/12/2012 - 10/01/2013	7.60
testConsultant	ESSENDON MAZDA	26/12/2012 - 10/01/2013	22.80

Fortnight Commissions Requiring Action

Status	Qty	Amount
Awaiting	1	20.00
Delivered	0	0.00

The following screen appears where you can see time and commissions entered by the consultant for any particular day;



Home Commission List

TIMESHEET : PAYRUN AND COMMISSIONS CALENDAR : 26/12/2012 - 10/01/2013

Period: 26/12/2012 - 10/01/2013


Dealer	26 Wed Dec	27 Thu Dec	28 Fri Dec	29 Sat Dec	30 Sun Dec	31 Mon Dec	01 Tue Jan	02 Wed Jan	03 Thu Jan	04 Fri Jan	05 Sat Jan	06 Sun Jan	07 Mon Jan	08 Tue Jan	Total Hours
ESSENDON MAZDA	--	--	7.60	--	--	--	--	7.60	--	--	--	--	--	7.60	22.80
Work Hours	--	--	7.60	--	--	--	--	7.60	--	--	--	--	--	7.60	22.80
Commission	--	--	--	--	--	--	--	20.00	--	30.00	--	--	--	110.00	160.00
Total Hours	0.00	0.00	7.60	0.00	0.00	0.00	0.00	7.60	0.00	7.60	0.00	0.00	0.00	7.60	30.40
Total commission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	30.00	0.00	0.00	0.00	110.00	160.00

Color Legend: APPROVED (green), APPROVED WITH CHANGE (light green), APPROVAL PENDING (yellow)

Approve

As the approver, you can choose to approve the time and commission immediately or choose to look at each entry individually; to do this, just click on the time/commission entered (circled above)

When clicking on the time entered, the following will appear;



TIMESHEET : ADD/EDIT WORK HOURS

Dealership: **ESSENDON MAZDA**

Date: **Wednesday, January 02 2013**

Worked: ☒

Requested Hours: 7.60

Hours:

Comments:

Approver Comments:

Close Save << Prev Day Next Day >>

You can choose to override this if you wish, or click “close” to exit


TIMESHEET : ADD/EDIT WORK HOURS	
Dealership	ESSENDON MAZDA
Date	Wednesday, January 02 2013
Worked	<input checked="" type="checkbox"/>
Requested Hours	7.60
Hours	7.60
Comments	Please approve as soon as possible
Approver Comments	
<div>Close Save << Prev Day Next Day >></div>	

To override, just delete the 7.60 hours and enter the alternative number. NB: 7.6 hours is the maximum entry for a day as this is what a full days worked is calculated at

TIMESHEET : ADD/EDIT WORK HOURS	
Dealership	ESSENDON MAZDA
Date	Wednesday, January 02 2013
Worked	<input checked="" type="checkbox"/>
Requested Hours	7.60
Hours	4.0
Comments	Please approve as soon as possible
Approver Comments	
<div>Close Save << Prev Day Next Day >></div>	

Once the correct hours have been entered, click ‘Save’.

You can now see that the time has changed (see below)



Home Commission List

TIMESHEET : PAYRUN AND COMMISSIONS CALENDAR : 26/12/2012 - 10/01/2013


Period: 26/12/2012 - 10/01/2013

Dealer	26 Wed Dec	27 Thu Dec	28 Fri Dec	29 Sat Dec	30 Sun Dec	31 Mon Dec	01 Tue Jan	02 Wed Jan	03 Thu Jan	04 Fri Jan	05 Sat Jan	06 Sun Jan	07 Mon Jan	08 Tue Jan	Total Hours
ESSENDON MAZDA	--	--	7.60	--	--	--	--	4.00	--	--	--	--	--	7.60	19.20
Work Hours	--	--	7.60	--	--	--	--	4.00	--	--	--	--	--	7.60	19.20
Commission	--	--	--	--	--	--	--	20.00	--	30.00	--	--	--	110.00	160.00
Total Hours	0.00	0.00	7.60	0.00	0.00	0.00	0.00	4.00	0.00	7.60	0.00	0.00	0.00	7.60	26.80
Total commission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	30.00	0.00	0.00	0.00	110.00	160.00

Color Legend APPROVED APPROVED WITH CHANGE APPROVAL PENDING

Approve

To review the commissions entered, click the commissions box like so;



Home Commission List

TIMESHEET : PAYRUN AND COMMISSIONS CALENDAR : 26/12/2012 - 10/01/2013

Period: 26/12/2012 - 10/01/2013

Dealer	26 Wed Dec	27 Thu Dec	28 Fri Dec	29 Sat Dec	30 Sun Dec	31 Mon Dec	01 Tue Jan	02 Wed Jan	03 Thu Jan	04 Fri Jan	05 Sat Jan	06 Sun Jan	07 Mon Jan	08 Tue Jan	Total Hours
ESSENDON MAZDA	--	--	7.60	--	--	--	--	4.00	--	--	--	--	--	7.60	19.20
Work Hours	--	--	7.60	--	--	--	--	4.00	--	--	--	--	--	7.60	19.20
Commission	--	--	--	--	--	--	--	20.00	--	30.00	--	--	--	110.00	160.00
Total Hours	0.00	0.00	7.60	0.00	0.00	0.00	0.00	4.00	0.00	7.60	0.00	0.00	0.00	7.60	26.80
Total commission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	30.00	0.00	0.00	0.00	110.00	160.00

Color Legend APPROVED APPROVED WITH CHANGE APPROVAL PENDING

Approve

The commissions entered for this day will appear like so;

If you would like to see further information regarding the commission such as the product/treatment sold, click 'Edit'

Dealer

ESSENDON MAZDA

Date

Sales Order#	Comments	Total Commissions	Customer Name	
01348		20.00	Tara Smith	Edit

Wednesday, January 02 2013

Close

Add Commission

In the following screen, the product, customer and delivery status will show. You can save this screen and return to main page, or you can override the details such as commission and delivery status.

Window Tint

Crystal Elements

Defense Pak

HSV MyCare

Ming

MotorOne

Platinum Plus

Six Star

Smartkote

Streetwise

Truseal

VIP

Vogue

Waxguard

X Pack

Sales Order#

01348

Sale Date

02/01/2013

ROID

1348

Customer Name

Tara Smith

Stock Number

01365498

Comments

Approver Comments

Delivery Status

Awaiting Delivery

Product	Retail Value	Commissions	Remove
Fabric	0.00	10.00	X
Paint	0.00	10.00	X

Back

Save

Add Products

Once the changes are made, click 'Save' and you will see the changes appear like so;

Click save

Window Tint

Crystal Elements

Defense Pak

HSV MyCare

Ming

MotorOne

Platinum Plus

Six Star

Smartkote

Streetwise

Truseal

VIP

Vogue

Waxguard

X Pack

Sales Order#

Sale Date

ROID

Customer Name

Stock Number

Comments

Approver Comments

Delivery Status

01348

02/01/2013

1348

Tara Smith

01365498

Delivered

Product	Retail Value	Commissions	Revenue
Fabric	0.00	15.00	
Paint	0.00	15.00	

Back

Save

Add Products

Once saving the commission changes, the following summary screen will appear – click ‘Close’ to return to main screen

Dealer

ESSENDON MAZDA

Date

Wednesday, January 02 2013

Sales Order#	Comments	Total Commissions	Customer Name
01348		30.00	Tara Smith

Close

Add Commission

Now on the main screen, the time and commission changes are shown;



Home Commission List

TIMESHEET : PAYRUN AND COMMISSIONS CALENDAR : 26/12/2012 - 10/01/2013

Period: 26/12/2012 - 10/01/2013

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Work Hours	--	--	7.60	--	--	--	--	4.00	--	--	--	--	--	7.60	19.20
Commission	--	--	--	--	--	--	--	30.00	--	30.00	--	--	--	110.00	170.00
Total Hours	0.00	0.00	7.60	0.00	0.00	0.00	0.00	4.00	0.00	7.60	0.00	0.00	0.00	7.60	26.80
Total commission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	0.00	30.00	0.00	0.00	0.00	110.00	170.00

Color Legend: APPROVED (green), APPROVED WITH CHANGE (yellow), APPROVAL PENDING (orange)

Approve

As the approver, you can now approve the time and commission sheet for this fortnight by clicking approve (circled above). The consultant will be notified and WorldMark Payroll will process the pay based on your approval.

Any questions, need assistance or to provide any feedback:

Please email Manjit Aulakh (Payroll Manager): maulakh@worldmark.com.au